

UPDATING ABSENCE DEDUCTIONS

Absence deduction records can be “updated” by opening up the infotype 2001 record in “change” mode and then saving it again. This can be done by a Leave Administrator or HR Administrator. The results are available immediately.


To identify which absences were deducted from a specific quota, use transaction PT50.

- Click on the Absence quotas tab.
- Click the “Expand” button at the bottom of the screen.
- Select the row containing the “Requested” hours for which you want to see the deductions.

Personnel No.	712757				
Name	Talmadge Lee Ingle				
Personnel area	1501	Transportation	Cost Center	0000150000	DOT SUSF
EE subgroup	B1	FT S-FLSAOT Perm	WS rule	I24W24FX	MTWHFSa

Selection dates	Absence quotas	Accrual information	Attendance quotas
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Totals row	AbQuotaTyp	Quota text	Unit	Entitl.	Rem.	Requested	Compens.
				12.03000	112.03000	0.00000	
	20	Overtime Comp Time	Hours	3.00000	68.00000-	71.00000	
				3.00000	68.00000-	71.00000	
	40	Holiday Leave	Hours	72.00000	8.00000	64.00000	

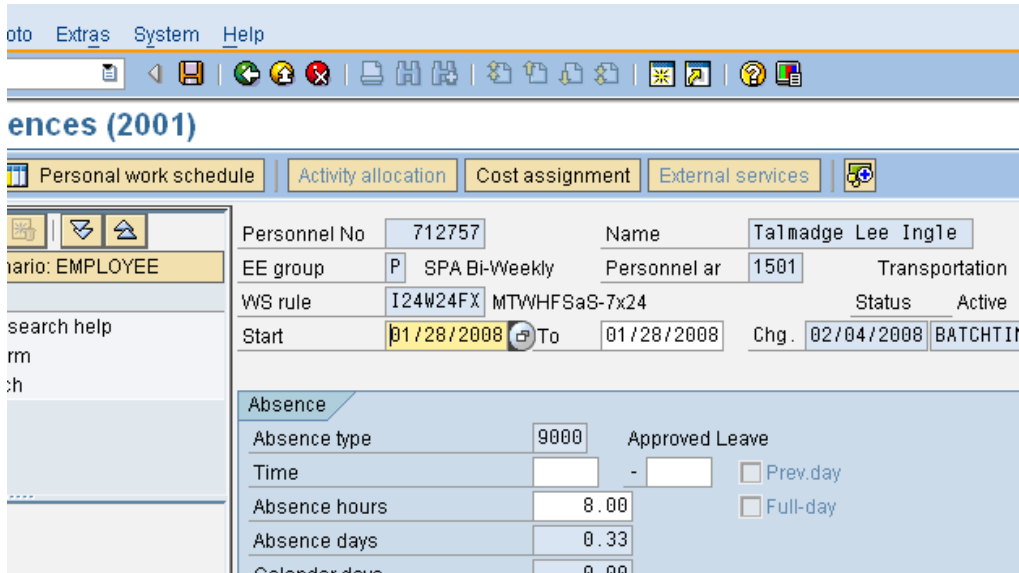
- Click on the “Deduction” button at the bottom of the screen .
- View the pop-up window that lists the infotype 2001 records that are being deducted from the quota.

Display Quota Deduction				
Date	IT text	A/A type	Deduction	Unit
01/28/2008	Absences	9000	8.00000	Hours
01/29/2008	Absences	9000	8.00000	Hours
01/30/2008	Absences	9000	8.00000	Hours
02/19/2008	Absences	9000	8.00000	Hours
02/20/2008	Absences	9000	8.00000	Hours
02/21/2008	Absences	9000	8.00000	Hours
02/22/2008	Absences	9000	3.00000	Hours
07/21/2008	Absences	9000	10.00000	Hours
07/22/2008	Absences	9000	10.00000	Hours

To update an absence, double-click on the row for that absence in the pop-up window.

NOTE: It is best to start with the most recent absence and work backwards in time.

- View the absence record.



The screenshot shows the 'Absences (2001)' window in the BEACON system. The window has a menu bar with 'Photo', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is divided into several sections. On the left, there is a sidebar with 'Personal work schedule', 'Activity allocation', 'Cost assignment', and 'External services'. The main area displays employee information for Talmadge Lee Ingle (Personnel No. 712757) and an absence record for 01/28/2008 to 01/28/2008. The absence type is 9000, and the absence hours are 8.00. The window also shows tabs for 'Personal work schedule', 'Activity allocation', 'Cost assignment', and 'External services'.

- Click "Save" and the absence will be updated to deduct from the appropriate quota(s) in the hierarchy that currently have a positive balance.

NOTE: Click through any warning messages that may pop up. Any error messages that pop up will advise you of conditions that need to be addressed before the absence can be updated.

- After saving the record, the system will return you to the pop-up screen listing the absences.

NOTE: The pop-up window will not refresh until you close it and reopen it.

NOTE: The Absence quotas tab will not refresh automatically unless there was only one absence listed.